

Position Title: ADOS Resilience Coordinator and Assistant**Location: Anchorage, AK****Salary: \$ Based on Rank****Tour Length: FY 2012****Closing Date: OPEN UNTIL FILLED****Availability: Immediate Placement****Area of Consideration: AKARNG Soldiers**

The Alaska National Guard Joint Support Serviced/Family Program is seeking qualified, trained and capable individuals to serve as **Resilience Coordinator and Assistant** with the following responsibilities:

- ☐ Ideal selectees should be senior NCOs (E-7 /E-8), senior Warrant Officer (CW3/CW4) or senior Officers (O-3 /O-4).
- ☐ Selectees should be or must be able to become MRT qualified and possess the 8R ASI/SI subject to the availability of MRT training seats
- ☐ Deployment and previous training/instructor experience is helpful but not necessary
- ☐ Serves as the single point of contact (POC) between the ARNG Resilience and Branch (ARNG-HRS-R) and the State JFHQ leadership
- ☐ Ensures every Soldier within the State, Territory or District, regardless of status, receives a minimum of one hour of resilience training per quarter
- ☐ Facilitates the flow of information on resilience training and doctrine within the State as well as between the State and ARNG-HRS-R
- ☐ Serves as the subject matter expert on resilience for The Adjutant General and participates in various health promotion task forces and initiatives, such as the Community Health Promotion Council (CHPC)
- ☐ Speaks on behalf of the leadership on matters of resilience programming.
- ☐ Prepares an order of merit list for State selections to attend the Master Resilience Training Course (MRTC)
- ☐ Coordinates and assists with the Army Training Requirements and Resources System (ATRRS) application process, the Defense Travel System (DTS) reservation process and signing of enclosure 4 (pre-execution checklist) for Soldiers selected to attend MRTC.
- ☐ Manages and tracks the training of subordinate unit MRTs/RTAs, both projected and trained utilizing the Digital Training Management System (DTMS)
- ☐ Assists trained MRTs with obtaining the 8R Additional Skill Identifier (ASI)
- ☐ Coordinates, conducts, and monitors RTA training within the State/Territory and ensures all MRTs conduct at least one RTA certification per month
- ☐ Assists State/Territorial MRTs/RTAs with the implementation of resilience training within their units, Family readiness groups, and deployment cycle support
- ☐ Immediately informs ARNG-HRS-R of any MRT course student cancellations and/or “no-shows” no later than 96 hours prior to commencement of the scheduled course
- ☐ As qualified, MRTs Resilience Coordinators are encouraged to participate in resilience professional development forums on MilBook and to read relevant scholarly literature on resilience research

Additional Qualification Considerations:

- Knowledge, experience, and skills in the position competing for
- Knowledge of the structure and operations of the Air National Guard
- Excellent organizational skills
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience
- Ability to travel/work on drill weekends if events specific to job are scheduled on drill weekend (Coordinate with your M-Day supervisor)
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Soldiers must not exceed 1095 Rule for the duration of the ADOS tour

Application Procedures:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below**. *Items are required by the Human Resource Office to determine qualifications*. If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. Cover Letter/Resume
2. References
3. CURRENT Personnel Qualification Record (PQR)
4. CURRENT copy Physical Health Assessment (PHA) **within 6 months**
5. CURRENT/PASSING DA 705, APFT Scorecard **within 6 months**
6. Security Verification memorandum from Personnel Security Manager
7. CURRENT Copy of Driver's License (must be valid)
8. CURRENT AGR/Mobility/ADSW orders (If Applicable)
9. DA Form 5500-R/5501-R (If Applicable)

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6455 (DSN 317-384-4455)

MAIL APPLICATIONS TO:

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